

70-0286

22 JAN 1970

DD / SECRETARY  
FILE *Personnel 2-1*

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Regularly Scheduled Overtime

REFERENCE : 

1. Paragraph 4 of this memorandum contains a recommendation for your approval.

2. Referent Regulation requires that the Deputy Director for Support approve regular overtime which is scheduled in his Directorate. I consider the regularly scheduled overtime listed in paragraph 3 below to be essential to the effective functioning of this component.

3. Our regularly scheduled overtime represents a regular requirement for a specified number of overtime hours per week, but the requirement is met by several employees sharing the workload requirement. In these situations we are identifying the requirement, but not the individual employees who will satisfy the requirement. If approved, individual claims under this authority will be approved by me, or in my absence, by the Acting SSA-DDS.

<u>Overtime Requirement</u>	<u>Name (where applicable)</u>	<u>No. of hours per week</u>
SSA Sat duty secretary	Various	4
SSA Sat duty officer (GS-11 or below)	"	4

4. Since the requirements listed in paragraph 3 above are of a continuing nature, it is requested that approval be given for the indefinite future.

Special Support Assistant/DDS

25X1

**SUBJECT: Regularly Scheduled Overtime**

The recommendation in  
paragraph 4 is approved.

SIGNED R. L. Bannerman

23 JAN 1977

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R. L. Bannerman  
Deputy Director  
for Support

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Date

**Distribution:**

Orig & 1 - Addressee (for return to SSA/DDS)

2 - DDS *July*

**SECRET**